

# **Staff Report**

CONSIDERATION OF PRELIMINARY DESIGN REVIEW FOR THE CONSTRUCTION OF A PRIVATE SCHOOL AT 6-8 AND 10 DAVIS DRIVE; APPLICATION. NO.: 2011-0003

Honorable Mayor and Council Members:

#### **Summary**

The City has received a Preliminary Design Review application from Crystal Springs Upland School (CSUS) for the construction of a private middle school for approximately 216 students at 6-8 and 10 Davis Drive. The project would include the demolition of all existing buildings and parking areas on site, and the construction of a middle school (grades 6-8) with a parking lot, gymnasium/theatre/multi-purpose room, and an all weather playing field.

Preliminary Design Review provides an opportunity for early identification of issues and alternatives that should be considered by the applicant before submitting a formal development review plan for the project. Preliminary Design Review is not intended to require the City Council to provide specific direction regarding an application since the Council has not received public comment.

Preliminary Design Review involves minimal staff review: Staff does not check plans for completeness, analyze compliance with zoning standards, or examine environmental impacts. Comments and suggestions made during Preliminary Design Review are completely non-binding on the City Council. Staff will work with the applicant to incorporate and address all of the Council's comments in future submittals.

After the Preliminary Design Review, the subject project would require formal review by the Planning Commission for a recommendation of approval or denial to the City Council. The applicant is asking for the Council's comments on the project prior to deciding whether to prepare plans for a formal submittal.

#### Site Conditions

The project site consists of two lots, which comprise approximately 6.5 acres of land located at 6-8, and 10 Davis Drive. The properties are developed with approximately 83,000 sq. ft. of commercial/office and warehouse buildings, a parking lot for approximately 165 vehicles, and perimeter landscaping. Surrounding uses include: Ralston Middle School to the west, open space/Water Dog Lake to the south, and commercial /office buildings to the north and the east.

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#### **Discussion**

#### **Project Description**

The applicant, Crystal Springs Upland School (CSUS) proposes to demolish all existing site improvements, and construct an approximately 60,000 sq. ft. middle school (grades 6-8) with a parking lot for 60 vehicles, gymnasium/theatre/multi-purpose room, and an all weather playing field. CSUS has indicated that the maximum enrollment for the school would be 216 students, with approximately 26 teachers and 10 additional staff members.

A formal pick-up/drop-off program for students has not yet been submitted; however, a traffic analysis prepared by Hexagon Transportation Consultants submitted for the project indicates that CSUS intends to utilize van, shuttles and carpools to transport approximately 100 students from the San Mateo Caltrain station and various other locations for pick-up and drop-off purposes. In addition, CSUS has noted that they have the ability to stagger their operating hours to avoid conflicts with the pick-up and drop-off schedules of Ralston Middle School.

A formal operating schedule has not yet been submitted; however, CSUS has indicated that the school would maintain a typical school operating day, with occasional afterschool events (i.e., back-to-school night, school play, etc.). The all-weather playing field would be predominately used during the school day, and would generally not be used by the school during evenings or weekends. The field would not include any lighting.

#### **Entitlements**

The existing zoning of the subject properties (E2.2 - Executive Office and Warehouse) does not currently include public or private schools as a permitted use. The applicant is proposing a PD rezoning of the site for a private school use. As such, a companion General Plan Amendment from the site's current designation of CO-Commercial Office to IN-Institution would also be appropriate. The proposed site improvements would require Design Review, Grading Plan, property merger approval, and review of potential environmental impacts as required by the California Environmental Quality Act (CEQA).

#### **Project Analysis**

As noted above, Preliminary Design Review involves minimal staff review and staff does not check plans for completeness, analyze compliance with zoning standards, or examine environmental impacts. However, in order to assist the Council in its evaluation of the proposed project and to facilitate more meaningful direction applicable General Plan goals and polices, and findings for the subject entitlements are provided in Attachment B. In addition, staff provides the following:

#### Rezone to Planned Development (PD) - Conceptual and Detailed Development Plans

As discussed above, the project entails the establishment of a Planned Development District for the subject site; approval is subject to the review provisions of Section 12 (Planned Unit Development or "PD" District) of the Belmont Zoning Ordinance. Unlike properties in other zoning districts, properties seeking a PD designation are governed by a two-step review process: First, general issues of land use, site plans and circulation plans are reviewed by way of an application for a Conceptual Development Plan (CDP). After approval, more detailed issues – such as building architecture, landscaping, parking layout, and lighting – are evaluated by way of an application for a Detailed Development Plan (DDP).

#### **Preliminary Design Review Assessment**

In evaluating the project at this preliminary stage of the development review process, the focus of discussion should be on three questions:

- 1. Is the proposed land use appropriate for the site?
- 2. Is the proposed intensity of land uses appropriate for the site?
- 3. Is the arrangement or distribution of proposed land uses appropriate for the site?

#### 1. Is the proposed land use appropriate for the site?

The proposed private school use would be located adjacent to an existing middle school in an office park setting, where students would not likely be exposed to significant amounts of noise, vibration, smoke, dust or offensive odors. The proposed school would be served by a major collector street (Ralston Avenue); the traffic report prepared for the project indicates that there would only be a small, incremental increase in vehicle trips for the proposed private school use over the previous commercial/office use. The new school building would have a heating, ventilation and air conditioning (HVAC) system so it would not be necessary to open windows for ventilation if a noisy activity were occurring inside. In addition, while a noise study has not yet been submitted, the proposed playing field would be buffered from residential uses by buildings on all sides at a distance of approximately 500 feet.

#### 2. Is the proposed intensity of land uses appropriate for the site?

The subject site would be rezoned to Planned Development, which would allow flexibility in the standards for development criteria. Although detailed building elevations have yet to be submitted, it is anticipated that the subject school may exceed the 35-foot height limit established under the existing E2.2 District for the school's gymnasium. However, the proposed school would comply with all other E2.2 District measurements of land use intensity as identified in the following table.

CriteriaExistingLot Size283,140 sq. ft.		Proposed	Required/Max. Allowed		
		No change	10,000 sq. ft.		
Slope	8%	No change	N/A		
FAR	0.29	0.21	0.45		
Square Footage	83,000 sq. ft.	60,000 sq. ft.	127,413 sq. ft.		
Parking	165	60	36 - One space/employee		

#### 3. Is the arrangement or distribution of proposed land uses appropriate for the site?

The proposed layout of the property would incorporate an existing bulb-out along Davis Drive and a bus drop off area to enable buses to pick-up and drop-off students outside of the public right-of-way, and then turn around without entering the parking lot. The proposed parking lot incorporates 24 additional parking spaces, which would also assist in expediting pick-up and drop-off of students arriving in private vehicles. The school building would be located at the south site of the site and the playing field would be located on the north side, which would allow the playing field to be buffered from residential uses by buildings on all sides.

#### General Plan / Vision Statement

Review of this matter at this early stage of the development review process is consistent with the General Plan and Vision Statement.

#### Fiscal Impact

The proposed private school is property tax exempt and would be replacing potential revenue generating commercial/office uses. However, as the formal application for a rezoning to PD would be a discretionary review, the Council would have the ability/opportunity to establish a facilities district or development agreement for the site, and/or require annual fee payments to cover the potential loss of revenues and additional cost of services for the school. In addition, the applicant has expressed a willingness to allow Ralston Middle School/City of Belmont use of the all weather playing field when it is not in use by the school.

#### **Public Contact**

No notice was required for this matter other than the posting of the agenda. However, staff provided notice to all property owners within 300 feet of the subject property.

#### Recommendation

The expressed purpose of Preliminary Design Review is to, "inform the decision makers about the project and its general features..." Council members are under no obligation to provide comment; however, your views may be helpful to the applicant in preparing a formal application. Staff recommends that any comments offered by Council members be directed only at the three issues raised in this memo.

#### **Attachments**

- A. General Plan Goals and Polices & Entitlement Findings
- B. Traffic Analysis prepared by Hexagon Transportation Consultants, Inc.
- C. Conceptual Plans and Cover Letter from Applicant

Respectfully submitted,

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Senior Planner

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# ATTACHMENT A GENERAL PLAN GOALS AND POLICES & ENTITLEMENT FINDINGS

#### Rezoning

The single finding required for Rezoning a property to a Planned Development District (via establishment of a CDP) is the determination that "...the change in the district boundaries or of the district regulations is required to achieve the objectives of the Zoning Plan and the General Plan for the City." (BZO Section 16.7)

The objectives of the City's zoning regulations are stated in Section 1.1 of the Zoning Code:

Sec. 1.1 PURPOSE – The following regulations for the zoning of land within the City are hereby adopted to promote and protect the public health, safety, peace, comfort, convenience and general welfare, and to provide a precise guide for the physical development of the City.

In determining the appropriateness of the requested Rezoning (and whether it is required), the central issue is consistency with the General Plan. To determine that consistency, applicable goals and policies of the Belmont General Plan must be considered in light of this proposal.

#### **General Plan/Vision Statement**

Staff has reviewed the General Plan and concluded that the following goals and policies are relevant to the request:

- Goal 1015.1 (To assure that Belmont will be a balanced community with residences, schools, business, industry and space and facilities for social, recreational and cultural activities in keeping with the present character of the City).
- Goal 1015.4 (To maintain and enhance the appearance of the City through controlling the location, timing, design and landscaping of new development and encouraging renovation of older areas).
- Goal 1015.5 (To encourage economic development within designated areas of the community to provide jobs, services and convenience goods and to strengthen local sources of revenues).
- Goal 1015.7 (To guide the timing and location of growth and development to ensure the availability of services and protection of sensitive natural environments).
- Goal 1015.8 (Protect persons and property from unreasonable exposure to natural hazards, such as floods, fire, unstable ground, erosion, and earthquakes).

- Goal 1015.3 (Preserve significant open spaces, trees, views, waterways, wildlife habitats, and other features, of the natural environment).
- Goal 1015.2 (Preserve and enhance the attractive, family-oriented and tranquil quality of Belmont's residential neighborhoods).
- Goal 10. (To provide for safe and efficient movement of people and goods within the community and between the community and other areas of the region with a minimum of disruption and adverse environmental effects).
- <u>Goal 2051.1</u> (To accommodate private institutions which provide educational, religious, cultural, health and charitable services to members of the community).
- Goal 2051.2 (To ensure that institutional uses are designed and operated in a manner that preserves and enhances the character of Belmont's residential neighborhoods).
- Goal 2062.1 (To provide recreation areas for community and neighborhood use, conveniently located and properly designed to serve the needs of the residents of the community).
- Goal 2062.2 (To cooperate with public and private organizations in developing facilities and programs for recreational activities).
- Policy 2052.1 (All institutional uses should be served directly by major collector or arterial roads).
- <u>Policy 2052.2</u> (All institutional uses should be located and designed to be compatible with the residential character of the surrounding neighborhood. In particular, compatibility of uses in terms of traffic generation, parking, and noise shall be ensured prior to the establishment of any new institutional use or expansion of an existing use).
- Policy 2063.10 (The City should seek cooperative arrangements with private institutions, such as churches and schools, for public use of indoor and outdoor recreational facilities during times when they are presently unused).
- <u>Policy 2063.11</u> (To the extent possible, volunteer activity and private financial resources should be used in combination with public funds for acquisition, maintenance and operation of recreation facilities. In addition, the provision of private recreational facilities to serve the community should be encouraged).

- <u>Policy 4-g</u>. (Safe access to the public road system of the community shall be provided).
- Policy 1016.2. Intensity of the use of land as measured by such factors as parcel size, population density, building coverage, extent of impervious surfaces, public service requirement parking requirements, and traffic movements should be based on the following general principles:
  - a. Intensity of use of individual parcels and buildings should be governed by considerations of existing development patterns, water and air quality, accessibility, traffic generation, parking, noise, fire safety, drainage, natural hazards, resource conservation and aesthetics.
  - b. Intensity of land use should be regulated according to the availability of community facilities and services.
- Policy 1016.4. The following standards shall apply to all new development:
  - a. Sewage disposal shall be by sanitary sewers.
  - b. Storm drainage facilities shall be provided.
  - c. Erosion shall be minimized through such measures as runoff retention and revegetation.
  - d. Grading and new impervious surfaces shall be kept to the minimum necessary to permit development of land in a manner compatible with its characteristics and designated use.
  - e. Land, water and energy shall be used efficiently.
  - f. Structures shall be clustered, where possible, to maximize open space and minimize costs of providing public services.
  - g. Safe access to the public road system of the community shall be provided.
  - h. Fire and police protection shall be adequately provided.
  - i. Slopes exceeding 30 percent shall be avoided whenever possible.

#### **Conceptual Development Plan Findings**

As discussed above, the PD zoning district allows flexibility of design in accordance with the goals, policies, and objectives of the General Plan. PD rezoning also allows for flexibility in meeting the strict interpretation of the Zoning Ordinance, provided the project is well designed, includes a favorable balance of open space to developed area, is sensitive to existing terrain, and is compatible with surrounding uses.

In order to approve a zone change to PD with the accompanying conceptual development plan, the following findings must be made:

1) That the total development in each individual unit therein can exist as an independent unit capable of creating an environment of sustained desirability and stability or that adequate assurance will be provided that such objective will be

- attained; that the uses proposed will not be detrimental to present and potential surrounding uses, but will have a beneficial effect which could not be achieved under other zoning districts.
- 2) That the streets and thoroughfares proposed are suitable and adequate to carry anticipated traffic and the density will not generate traffic in such amounts as to overload the street network outside the PD District.
- 3) That any proposed commercial development can be justified economically at the locations proposed, to provide for adequate commercial facilities of the types proposed.
- 4) That the economic impact created by the PD District can be absorbed by the City (police and fire service, water supply, sewage disposal, etc.)
- 5) That the proposed off-street parking is in substantial conformance with the provisions of Section 8 of this Ordinance; that where an applicant's proposed off-street parking is less than that set forth by the standards of Section 8 of this Ordinance, circumstances are such that it would be a practical difficulty or create a physical hardship on the applicant for him to conform to the standards of Section 8.

#### **Detailed Development Plan Findings**

- 1. The location of the proposed use is compatible to other land uses in the general neighborhood area and does not place an undue burden on existing transportation, utilities and service facilities in the vicinity.
- 2. The site is of sufficient size to accommodate the proposed use together with all yards, open spaces, walls and fences, parking and loading facilities, landscaping and such other provisions required by this Ordinance.
- 3. The site will be served by streets of capacity sufficient to carry the traffic generated by the proposed use.
- 4. The proposed use, if it complies with all conditions upon which approval is made contingent, will not adversely affect other property in the vicinity or the general welfare of the City.

#### **Design Review Principals**

Areas of aesthetic and site plan consideration shall include, but not necessarily be limited to, the following:

(a) Review of buildings or structures for scale, mass, proportion, use of materials, relationship to adjacent elements and relationship to the community as a whole.

- (b) Review of proposed exterior color and material application with relationship to adjacent architectural or natural elements. The intent with respect to review of color is to avoid the use of extreme color.
- (c) Review of proposed location, height and materials of walls, fences, hedges and screen plantings to insure harmony with adjacent development or to conceal storage areas, utility installations or other surfacing to prevent dust erosion.
- (d) Review of location, size, height, lighting and landscaping of signs as specified in the Sign Ordinance, in relation to traffic hazards and the appearance and harmony with the environment. The intent with respect to review of color is to avoid the use of extreme color.
- (e) Review of site layout considering the orientation and location of buildings and open spaces in relation to the physical characteristics of the site, the character of the neighborhood, the appearance and harmony of the buildings with adjacent development and the surrounding landscape.
- (f) Review of the layout of the site with respect to locations and dimension of vehicular and pedestrian entrances, exits, drives and walkways.
- (g) Review of site landscaping including adequacy of irrigation plans, size and location of plant materials, and protection of existing plant materials.

# **Attachment B**

# Traffic Analysis Hexagon Transportation Consultants, Inc.



#### Memorandum

Date:

March 8, 2011

To:

Bruce Bean, Crystal Springs Upland School

From:

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Ryan Sebastian

Subject:

Traffic Analysis for the Proposed School at 6-8 and 10 Davis Drive

#### **Executive Summary**

Hexagon Transportation Consultants, Inc. has completed this traffic analysis for the proposed school at 6-8 and 10 Davis Drive in the City of Belmont. The proposed 216 student school would replace a vacant 62,539 square foot office building and 22,355 square foot warehouse ("Project"). Davis Drive provides access for the site from Ralston Road.

This study was conducted for the purpose of preliminarily identifying the potential traffic impacts related to the Project. The potential impacts of the Project were evaluated in accordance with the standards set forth by the City of Belmont. The traffic analysis was based on peak-hour levels of service for one signalized intersection — Davis Drive and Ralston Avenue.

#### Project Trip Generation and Assignment

The magnitude of traffic added to the roadway system by the Project was estimated by multiplying the applicable trip generation rates by the size of the development. The trip generation rates used for the proposed Project are based on those published in the Institute of Transportation Engineers (ITE) manual entitled *Trip Generation*, Eighth Edition. Based on these rates, the proposed project would generate 194 trips during the AM peak hour and 130 trips during the PM peak hour. Crystal Springs Upland School is proposing a comprehensive strategy to promote buses, van shuttles and carpools in place of solo trips to the school. The scheduled bus and van shuttles would result in a reduction of 49 trips (24 trips in and out) during the AM peak hour and 45 trips (22 trips in and out) during the PM peak hour. The trip credits were applied to the standard trip generation rates. Based on the trip reduction program, the proposed Project would generate 146 net trips during the AM peak hour and 85 net trips during the PM peak hour.

A trip generation comparison was completed to show the incremental increase in trips associated with the proposed school for informational purposes. The trip generation comparison shows that the project would result in only 38 additional trips (-12 in and 50 out) beyond the existing uses during the AM peak hour and result in 110 less trips (-22 in and -88 out) than the existing uses during the PM peak hour.

#### **Project Conditions**

Project conditions are defined as existing traffic volumes plus the addition of Project traffic. Under Project conditions, the intersection of Ralston Avenue and Davis Drive would operate at LOS A during the AM and PM peak hours. Thus, it can be stated that the study intersection would continue to operate at an acceptable LOS during the AM and PM peak hours under Project conditions.

## Other Issues

The following is a summary of project recommendations:

**Recommendation:** A sidewalk should be installed along the Project's frontage on the west side of Davis Drive. It is also recommended that adjacent parcels complete the sidewalk network when redeveloped to accommodate pedestrian trips to Ralston Avenue.

**Recommendation:** Adequate corner sight distance (sight distance triangles) should be maintained at all site driveways.

**Recommendation:** The site layout should be designed to accommodate truck categories SU 30, which includes small buses, fire trucks, garbage trucks, and other single unit trucks.



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#### Introduction

Hexagon Transportation Consultants, Inc. has completed this traffic analysis for the proposed school at 6-8 and 10 Davis Drive in the City of Belmont. The proposed 216 student school would replace a vacant 62,539 square foot office building and 22,355 square foot warehouse ("Project"). Davis Drive provides access for the site from Ralston Road. The project site location is shown on Figure 1.

#### Scope of Study

This study was conducted for the purpose of preliminarily identifying the potential traffic impacts related to the Project. The potential impacts of the Project were evaluated in accordance with the standards set forth by the City of Belmont. The traffic analysis was based on peak-hour levels of service for one signalized intersection — Davis Drive and Ralston Avenue.

Traffic conditions at the signalized intersection were analyzed for the weekday AM and PM peak hours of project generated traffic. The AM peak hour of traffic is generally between 7:00 and 9:00 AM, and the PM peak hour is typically between 2:00 and 4:00 PM for schools. The operations of the study intersection were evaluated for the following conditions:

Condition 1: Existing Conditions. Existing traffic volumes were obtained from new traffic counts.

Condition 2: Project Conditions. Project conditions were estimated by adding to existing traffic volumes the additional traffic generated by the Project. Project conditions were evaluated relative to existing conditions in order to determine potential Project impacts.

The study intersection was evaluated for each scenario using level of service (LOS). Level of service is a qualitative measure of traffic operations, ranging from LOS A (free-flow conditions) to LOS F (congested conditions). The levels of service at the signalized intersection were evaluated using TRAFFIX software. This method uses the 2000 Highway Capacity Manual methodology to estimate the average delay per vehicle in seconds. This average delay can then be correlated to a level of service as shown in Table 1.

New traffic counts were conducted at the intersection of Davis Drive and Ralston Avenue for both the AM and PM peak hours. These counts are shown in the attached appendix.

## **Existing Transportation Setting**

Regional vehicle access to the Project is provided via *US 101* and *I-280*. Direct access to the Project site is provided by *Davis Drive* via *Ralston Avenue*. These facilities are described below.

*US 101* is a north/south freeway that extends from north of San Francisco to south of San Jose. In the Project vicinity, US 101 has eight mixed-flow lanes. US 101 provides access to the Project site via an interchange at Ralston Avenue.

*l-280* is a north/south freeway that extends from San Francisco to San Jose. Near Belmont, I-280 has eight mixed-flow lanes. I-280 provides access to the Project site via an interchange at Ralston Avenue/SR 92.

Davis Drive is a short two-lane local street. It provides direct access to the Project site. Davis Drive begins at Ralston Avenue in the north and curves east for approximately 1,000 feet.

Ralston Avenue is an east/west arterial that extends from I-280 in the west to US 101 in the east. Ralston Avenue is four lanes wide in the Project vicinity. It provides access to the Project site via Davis Drive.

Table 1
Signalized Intersection Level of Service Definitions Based on Delay

evel of Service	Description	Average Control Delay Per Vehicle (sec.)
A	Signal progression is extremely favorable. Most vehicles arrive during the green phase and do not stop at all. Short cycle lengths may also contribute to the very low vehicle delay.	10.0 or less
В	Operations characterized by good signal progression and/or short cycle lengths. More vehicles stop than with LOS A, causing higher levels of average vehicle delay.	10 1 to 20 0
С	Higher delays may result from fair signal progression and/or longer cycle lengths. Individual cycle failures may begin to appear at this level. The number of vehicles stopping is significant, though may still pass through the intersection without stopping.	20.1 to 35.0
D	The influence of congestion becomes more noticeable. Longer delays may result from some combination of unfavorable signal progression, long cycle lenghts, or high volume-to-capacity (V/C) ratios. Many vehicles stop and individual cycle failures are noticeable	35 1 to 55 0
E	This is considered to be the limit of acceptable delay. These high delay values generally indicate poor signal progression, long cycle lengths, and high volume-to-capacity (V/C) ratios. Individual cycle failures occur frequently.	55.1 to 80.0
F	This level of delay is considered unacceptable by most drivers. This condition often occurs with oversaturation, that is, when arrival flow rates exceed the capacity of the intersection. Poor progression and long cycle lengths may also be major contributing causes of such delay levels.	greater than 80 û

#### Pedestrian, Bicycle Facilities, and Transit Services

The closest bike lanes near the Project site are found on Ralston Avenue. Bicycles are also permitted to use Alameda De Las Pulgas.

Pedestrian facilities in the Project area consist primarily of sidewalks and crosswalks along the streets in the surrounding residential neighborhood and in nearby commercial areas. Sidewalks and crosswalks are found along virtually all nearby roadways with the exception of the west side of Davis Drive.

Existing transit service on the surrounding roadway network is provided by the San Mateo County Transit District (SamTrans) and Caltrain. Bus route 260 would provide the closest transit service. It provides service along Ralston Avenue with 30 to 60-minute headways during commute hours. The closest Caltrain station is in Belmont, approximately 2.5 miles from the project site. Caltrain provides service with 30 minute headways during commute hours.

## **Existing Intersection Analysis**

Traffic operations at the study intersection were evaluated using TRAFFIX software to determine level of service for the AM and PM peak hours. The TRAFFIX calculation sheets are included in the attached

appendix. Based on the analysis, the intersection of Ralston Avenue/Davis Drive operates at LOS A during both the AM and PM peak hours.

Traffic conditions in the field were observed in order to identify existing operational deficiencies and to confirm the accuracy of calculated levels of service. The purpose of this effort was (1) to identify any existing traffic problems that may not be directly related to intersection level of service, and (2) to identify any locations where the level of service calculation does not accurately reflect level of service in the field. The field observations revealed that the level of service analysis accurately reflects actual existing traffic conditions. However, it should be noted that:

- The westbound left turn pocket from Ralston Avenue to Davis Drive was occasionally full with approximately three vehicles. All vehicles were able to clear the intersection through each signal cycle.
- Parents of nearby Ralston Middle School students currently utilize Davis Drive for drop off and
  pick up. Up to ten vehicles were observed parked on the east side of Davis Street waiting to pick
  up students. An additional five cars were observed in the adjacent private parking lot.

#### **Project Trip Generation and Assignment**

The magnitude of traffic added to the roadway system by the Project was estimated by multiplying the applicable trip generation rates by the size of the development. The trip generation rates used for the proposed Project are based on those published in the Institute of Transportation Engineers (ITE) manual entitled *Trip Generation*, Eighth Edition. Based on these rates, the proposed project would generate 194 trips during the AM peak hour and 130 trips during the PM peak hour.

#### Bus and Vanpool Program

Crystal Springs Upland School is proposing a comprehensive strategy to promote buses, van shuttles and carpools in place of solo trips to the school. According to the proposed plan, buses and van shuttles would transport approximately 100 students from the San Mateo Caltrain station and various other locations in the morning and back in the afternoon. All 15 bus and van shuttles are expected to run during the AM peak hour and approximately five bus and van shuttles are expected to run during the PM peak hour. The scheduled bus and van shuttles would result in a reduction of 49 trips (24 trips in and out) during the AM peak hour and 45 trips (22 trips in and out) during the PM peak hour.

The trip credits were applied to the standard trip generation rates. Based on the trip reduction program, the proposed Project would generate 146 net trips during the AM peak hour and 85 net trips during the PM peak hour. The project trip generation estimates are presented in Table 1.

The trip distribution pattern for the proposed project was estimated based on existing travel patterns in the area. The project trip distribution and assignment for the project trips are shown graphically on Figure 2.

### **Trip Generation Comparison**

The project is proposing to replace an existing 62,539 square foot office building and a 22,355 square foot warehouse. A trip generation comparison was completed to show the incremental increase in trips associated with the proposed school for informational purposes. Trip generation rates for the selected land use (Private School K-8) were available for the 2 to 4 PM peak hour, but not the 4 to 6 PM peak hour when the majority of afternoon commutes take place. To estimate the schools 4 to 6 PM peak hour trip generation, trip generation rates from a related land use (Private School K-12) were used to factor the Private School K-8 rates for the 2 to 4 PM peak hour. The trip generation comparison shows that the project would result in only 38 additional trips (-12 in and 50 out) beyond the existing uses during the AM peak hour and result in 110 less trips (-22 in and -88 out) than the existing uses during the PM peak hour. The project trip generation comparison is presented in Table 2.





Land Use		AM Pe	ak Hou	r (7-9 Af	PM Peak Hour (2-4 PM) <sup>1</sup>				
	Size	Peak-Hour Rate <sup>2</sup>	ln	Out	Total Trips	Peak-Hour Rate <sup>7</sup>	ln.	Out	Total Trips
Proposed School <sup>3</sup>	216 students	0.9	107	87	194	0.6	61	69	130
Bus/Van Shuttle Redu	uction <sup>4</sup>		(24)	(24)	(49)		(22)	(22)	(45)
Net Project Trips			83	63	146		39	46	85

- Peak hour trips reflect school peak hour.
- 2. Rates expressed in trips per student.
- 3. "Private School (K-8)" (534) rate from ITE Trip Generation, 8th edition is used for the analysis.
- 4. Van shuttle reduction based on detailed schedule provided by Crystal Springs Upland School, October 10, 2010.

Table 2
Trip Generation Comparison

Land Use		AMP	eak Hou	ır (7-9 A	PM Peak Hour (4-6 PM)				
	Size	Peak-Hour Rate	In	Out	Total Trips	Peak-Hour Rate <sup>1</sup>	tn	Out	Total Trips
Proposed Use									
School <sup>2</sup>	216 students	0.9	107	87	194	0.18	18	21	39
Bus/Van Shuttle Reduction <sup>3</sup>			(24)	(24)	(48)		(22)	(22)	(44)
Subtotal			83	63	146		(4)	(1)	(5)
Existing Uses									
Office <sup>4</sup>	65.54 ksf	1.55	(89)	(12)	(102)	1.49	(17)	(81)	(98)
Warehouse <sup>5</sup>	22.36 ksf	0.3	(5)	(1)	(7)	0.32	(2)	(5)	(7)
Net Project Trips	i ""		-12	50	38		-22	-88	-110

- 1. Rates expressed in trips per student for schools and per 1,000 square feet for office and warehouse uses.
- 2. "Private School (K-8)" 534 rate from ITE Trip Generation, 8th edition. "Private School (K-12)" (536) rate was used to factor the Private School (K-8) trip generation rate for the 4-6 PM peak hour.
- Van shuttle reduction based on detailed schedule provided by Crystal Springs Upland School, October 10, 2010.
- 4. "General Office Building" 170 rate from ITE Trip Generation, 8th edition is used for the analysis.
- 5. "Warehousing" 150 rate from ITE Trip Generation, 8th edition is used for the analysis.

#### **Project Intersection Analysis**

Project conditions are defined as existing traffic volumes plus the addition of Project traffic. Under Project conditions, the intersection of Ralston Avenue and Davis Drive would operate at LOS A during the AM and PM peak hours. Thus, it can be stated that the study intersection would continue to operate at an acceptable LOS during the AM and PM peak hours under Project conditions. The level of service calculation sheets are included in Appendix. The level of service results for all study scenarios are summarized in Table 3.

Table 3 Intersection Levels of Service Summary

			Exis	ting	Project Conditions				
	Peak Hour	Count Date	Avg. Delay	LOS	Avg. Delay	Los	Incr. In Crit. Delay	Incr. In Crit V/C	
Raiston Avenue & Davis Drive	7-9 AM	9/7/10	9.2	Α	98	Α	1.0	0 062	
	2-4 PM	9/7/10	6.9	Α	7.5	Α	0.6	0.034	

#### **Left Turn Pocket Operations**

The analysis of intersection levels of service was supplemented with an analysis of intersection *operations* at Davis Drive and Ralston Avenue. The operations analysis is based on vehicle queuing for high-demand movements at intersections. Vehicle queues were estimated using a Poisson probability distribution. The basis of the analysis is as follows: (1) the Poisson probability distribution is used to estimate the 95<sup>th</sup> percentile maximum number of queued vehicles per signal cycle for a particular movement; (2) the estimated maximum number of vehicles in the queue is translated into a queue length, assuming 25 feet per vehicle; and (3) the estimated maximum queue length is compared to the existing or planned available storage capacity for the movement.

The analysis indicates that the estimated maximum vehicle queues for the westbound left turn movement at the intersection of Davis Drive and Ralston Avenue would exceed the existing vehicle storage capacity under Project conditions during the AM peak hour. The westbound left turn vehicle storage on Ralston Avenue east of Davis Drive is approximately 75 feet, which provides enough storage for about three vehicles. Based on Project traffic volumes, it was estimated that the 95<sup>th</sup> percentile queue for the westbound left turn movement would lengthen by one vehicle. It should be noted that the additional vehicle represents the 95<sup>th</sup> percentile queue, which would occur approximately once every twenty signal cycles. Given the existing signal cycle length, the 95<sup>th</sup>-percentile queue would occur approximately three times during the peak hour. Due to the good level of service at the Davis Drive/Ralston Avenue intersection and modest queue increase, the Project generated left turns are not expected to adversely affect intersection operations noticeably. Thus, a westbound turn pocket extension is not recommended for this intersection under project conditions. The left turn pocket results for all study scenarios are summarized in Table 4.

#### Other Issues

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The proposed Project would not result in the alteration of any existing bike, pedestrian, or transit facilities. The vast majority of trips to and from the proposed schools are made by automobile. Private schools tend to draw clients from a wide geographic area, which results in fewer trips by way of walking or biking. With the proposed Project, it is anticipated that this trend will continue. However, there is a small probability that the proposed Project would increase the demand for bike, pedestrian, or transit usage near the site. The project's conceptual site plan is shown on Figure 3.

**Recommendation:** A sidewalk should be installed along the Project's frontage on the west side of Davis Drive. It is also recommended that adjacent parcels complete the sidewalk network when redeveloped to accommodate pedestrian trips to Ralston Avenue.

**Sight Distance.** A detailed site plan is not currently available. Generally, landscaping and parking should not conflict with a driver's ability to locate a gap in traffic. Adequate corner sight distance (sight distance triangles) should be provided at all site driveways in accordance with Caltrans standards. Sight distance triangles should be measured approximately 10 feet back from the traveled way.

**Recommendation:** Adequate corner sight distance (sight distance triangles) should be maintained at all site driveways.

Table 4 Left Turn Queuing Analysis

		alston Avenue und Left
Measurement	AM	PM
Existing		
Cycle/Delay <sup>1</sup> (sec)	60	60
Volume (vphpl)	57	36
Avg. Queue (veh/ln.)	1.0	0.6
Avg. Queue <sup>2</sup> (ft./ln)	24	15
95th %. Queue (veh/ln.)	3	2
95th %. Queue (ft./ln)	75	50
Storage (ft./ ln.)	75	75
Adequate (Y/N)	Y	Υ
Project		
Cycle/Delay <sup>1</sup> (sec)	60	60
Volume (vphpl )	103	57
Avg. Queue (veh/ln.)	1.7	1.0
Avg. Queue <sup>2</sup> (ft./ln)	43	24
95th %. Queue (veh/ln.)	4	3
95th %. Queue (ft./ln)	100	75
Storage (ft./ ln.)	75	75
Adequate (Y/N)	N	Υ

Truck Access. Detailed site plans were not available for review at this time.

**Recommendation:** The site layout should be designed to accommodate truck categories SU 30, which includes small buses, fire trucks, garbage trucks, and other single unit trucks.

Student Loading. School drop-off and pick-up queuing were analyzed based on research conducted by Hexagon at other schools in the region. Based on that research, a school of this type and size should provide about one foot of student loading space per student which translates to 216 feet given the student body size. Since the comprehensive bus and vanpool program is expected to be utilized by approximately 100 students, the expected student loading requirements will be no more than 150 feet. The amount of drop-off/pick-up storage shown on the conceptual site plan is approximately 280 feet. Thus, the planned student loading zone will adequately accommodate the school's drop-off and pick-up needs.

#### Impacts and Recommendations

The study intersection would continue to operate at an acceptable LOS during the AM and PM peak hours under Project conditions. The following is a summary of project recommendations:

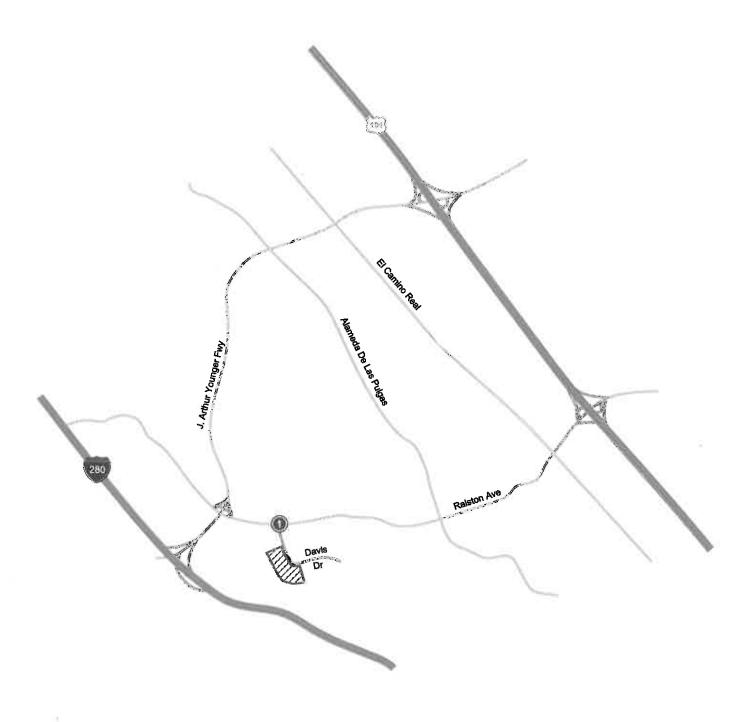
**Recommendation:** A sidewalk should be installed along the Project's frontage on the west side of Davis Drive. It is also recommended that adjacent parcels complete the sidewalk network when redeveloped to accommodate pedestrian trips to Ralston Avenue.

3

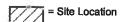
**Recommendation**: Adequate corner sight distance (sight distance triangles) should be maintained at all site driveways.

**Recommendation:** The site layout should be designed to accommodate truck categories SU 30, which includes small buses, fire trucks, garbage trucks, and other single unit trucks.

Attachments: Figures 1 - 3



## **LEGEND**



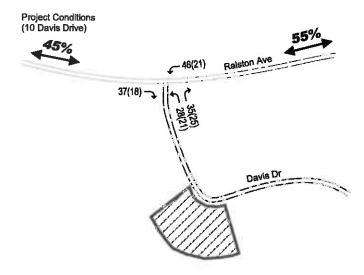
= Study Intersection

Figure 1 **Site Location** 





# **Project Trip Distribution & Trip Assignment**



#### **LEGEND**

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= Site Location

XX(XX) = AM(PM) Peak-Hour Volumes

Figure 2
Trip Distribution / Trip Assignment





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Figure 3
Site Plan

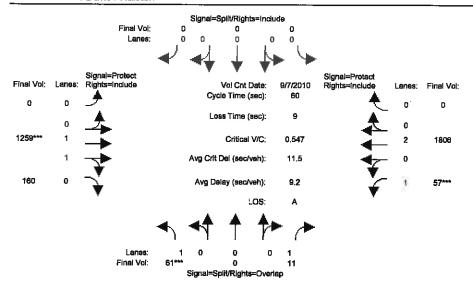


The Age

SITE PLAN AREA DIAGRAM

#### 10 Davis Drive Belmont, California

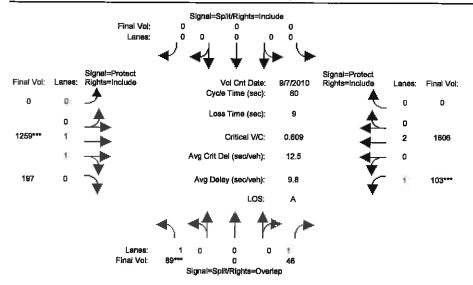
#### Level Of Service Computation Report 2000 HCM Operations (Future Volume Alternative) Existing AM



Approach: Movement:		rth Bo - T				und - R					est Bo	
								- T			- Т	
Min. Green:		0		່ 0		o '		10	10		10	0
Y+R:	4.0		4.0	4.0		4.0	4.0	4.0	4.0	4.0	_	4.0
								<b>-</b> -		1		i
Volume Module	e: >>	Count	Date:	7 Se	p 2010	<<						
Base Vol:	61	0	11	0	0	0	0	1259	160	57	1806	0
Growth Adj:		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	61	0	11	0	0	0	0	1259	160	57	1806	0
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
PasserByVol:	0	0	0	0	Q	0	0	0	0	0	0	0
Initial Fut:	61	0	11	0	0	0	0	1259	160	57	1806	0
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	61	0	11	0	0	0	0	1259	160	57	1806	0
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	61	0	11	0	0	0	0	1259	160	57	1806	0
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:	61	0	11	0	0	0	0	1259	160	57	1806	0
			<b></b>			<del>-</del>				]		
Saturation Fl	.ow Mo	odule:										
Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.95	1.00	0.85	1.00	1.00	1.00	1.00	0.93	0.93	0.95	0.95	1.00
	1.00	0.00	1.00	0.00	0.00	0.00	0.00	1.77	0.23	1.00	2.00	0.00
	1805	0	1615	0	0	0	0	3149	400	1805	3610	0
				1			<b></b>					
Capacity Anal												
	0.03	0.00	0.01	0.00	0.00	0.00	0.00	0.40	0.40	0.03	0.50	0.00
0210	****							****		****		
Green/Cycle:			0.28	0.00	0.00	0.00	0.00	0.57	0.57	0.12	0.68	0.00
	0.20	0.00	0.02	0.00	0.00	0.00	0.00	0.71	0.71	0.27	0.73	0.00
Delay/Veh:	21.9	0.0	15.5	0.0	0.0	0.0	0.0	10.6	10.6	24.9	7.2	0.0
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
_	21.9	0.0	15.5	0.0	0.0	0.0	0.0	10.6	10.6	24.9	7.2	0.0
LOS by Move:	С	A	В	Α	A	A	Α	В	В	С	A	A
HCM2kAvgQ:	1	0	0	0	. 0	0	0	11	11	1	10	0
Note: Queue r	eport	ed is	the nu	umber	of car	rs per	lane.					

#### 10 Davis Drive Belmont, California

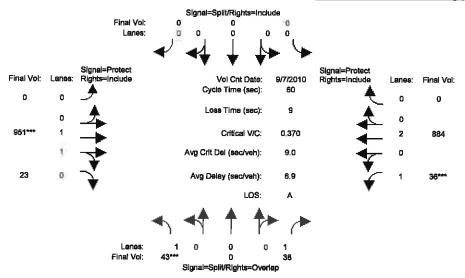
#### Level Of Service Computation Report 2000 HCM Operations (Future Volume Alternative) Project AM



Movement:	L	- Т	- R	L	- т	ound - R	L	- т		L	est Bo	
Min. Green:		<b></b> 0	10		0	اا		10	10	7		0
Y+R:	4.0		4.0	4.0		4.0	4.0		4.0	4.0		4.0
	1		- 1	1						) <del> </del>		
Volume Module												
Base Vol:	61	0	11	0	0	0		1259	160		1806	0
Growth Adj:		1.00	1.00		1.00	1.00		1.00	1.00		1.00	1.00
Initial Bse:	61	0	11	0	0	0		1259	160		1806	0
Added Vol:	28	0	35	0	0	0	0	_	37	46	_	0
PasserByVol:	0	0	0	0	0	0	0	_	0	0	0	0
Initial Fut:		0	46	0	0	0		1259	197		1806	0
User Adj:			1.00		1.00	1.00		1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00		1.00		1.00	1.00		1.00	1.00	1.00	1.00	1.00
PHF Volume:	89	0	46	0	0	0	0	1259	197	103	1806	0
	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	89	0	46	0	0	0	0	1259	197	103	1806	0
PCE Adj:		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:		0	46	0	0	0		1259	197		1806	0
Saturation Fl										1		
Sat/Lane:		1900	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
Adjustment:			1900	1900		1900		1900	1900		1900	1900
-	0.95		0.85	1.00		1.00		0.93	0.93		0.95	1.00
	1.00	-	1.00	0.00		0.00		1.73	0.27		2.00	0.00
Final Sat.:		0	1615	. 0	0	0		3059	479		3610	0
Capacity Anal							I					
Vol/Sat:		0.00		0.00	0 00	0.00	0 00	0.41	0.41	0.06	0.50	0.00
Crit Moves:	****	0.00	0.00	0.00	0.00	0.00	0.00	****	0.41	****	0.50	0.00
Green/Cycle:	0.17	0.00	0.28	0.00	0.00	0.00	0.00	0.57	0.57	0.12	0.68	0.00
-			0.10	0.00		0.00	0.00		0.73	0.49		0.00
-	22.5	0.0	16.0	0.0	0.0	0.0	0.0		10.9	26.6	7.2	0.0
User DelAdj:			1.00	1.00		1.00		1.00	1.00	1.00		1.00
AdjDel/Veh:	22.5	0.0	16.0	0.0	0.0	0.0	0.0		10.9	26.6	7.2	0.0
-	C	A.	B	0.0 A	0.0 A	0.0 A	0.0 A	В	10.9	20.0 C	7.2 A	0.0 A
HCM2kAvqQ:	. 2	Ô	1	Ô	Ô	0	Ô	12	12	2	10	0
Note: Queue r	_	_			_				12	2	10	U
motor gadae i	. CPOL (	LS	che m	with £T	OL Ca.	ra ber	Tane.					

#### 10 Davis Drive Belmont, California

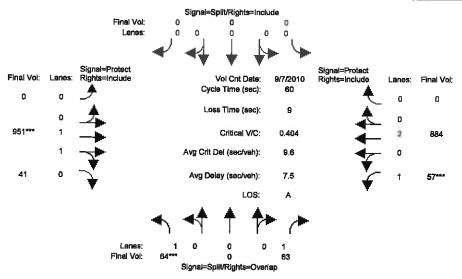
#### Level Of Service Computation Report 2000 HCM Operations (Future Volume Alternative) Existing PM



Approach:		rt <b>h</b> Bo			uth Bo	und	E	ast Bo	ound	W	est Bo	ound
Movement:	L		– R	L			, L				- т	- R
Min. Green:	10	0	10	0		0	0		 10	7	10	0
Y+R:	4.0	4.0	4.0	4.0		4.0	4.0		4.0	4.0	4.0	4.0
	•		,	*				<b></b>				
Volume Module					p 2010							
Base Vol:	43	0	38	0	0	0	0		23	36	884	0
Growth Adj:		1.00	1.00			1.00		1.00	1.00		1.00	1.00
Initial Bse:	43	0	38	0	0	0	0	951	23	36	884	0
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
PasserByVol:		0	0	0	0	0	0	0	0	0	0	0
Initial Fut:	43	0	38	0	0	0	0	951	23	36	884	0
User Adj:		1.00	1.00		1.00	1.00		1.00	1.00		1.00	1.00
PHF Adj:		1.00	1.00	1.00	1.00	1.00		1.00	1.00		1.00	1.00
PHF Volume:	43	0	38	0	0	0	0	951	23	36	884	0
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	43	0	38	0	0	0	0	951	23	36	884	0
PCE Adj:		1.00	1.00		1.00	1.00		1.00	1.00	1.00		1.00
MLF Adj:	1.00		1.00	1.00		1.00		1.00	1.00	1.00		1.00
FinalVolume:	43	0	38	. 0	0	0	. 0	951	23	36	884	0
Saturation Fl			1									
Sat/Lane:		1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.95		0.85	1.00		1.00		0.95	0.95	0.95		1.00
Lanes:	1.00		1.00	0.00		0.00		1.95	0.05	1.00		0.00
Final Sat.:	1805	0	1615		. 0	0		3511	85	1805		0.00
									1			
Capacity Anal				,		•				•		'
Vol/Sat:	0.02	0.00	0.02	0.00	0.00	0.00	0.00	0.27	0.27	0.02	0.24	0.00
Crit Moves:	****							****		****		
Green/Cycle:	0.17	0.00	0.28	0.00	0.00	0.00	0.00	0.57	0.57	0.12	0.68	0.00
Volume/Cap:	0.14	0.00	0.08	0.00	0.00	0.00	0.00	0.48	0.48	0.17	0.36	0.00
Delay/Veh:	21.6	0.0	15.9	0.0	0.0	0.0	0.0	7.9	7.9	24.3	4.1	0.0
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	21.6	0.0	15.9	0.0	0.0	0.0	0.0	7.9	7.9	24.3	4.1	0.0
LOS by Move:	С	A	В	A	A	A	A	A	Α	С	A	A
HCM2kAvgQ:	1	0	1	0	0	0	0	6	6	1	4	0
Note: Queue r	report	ed is	the nu	mber	of car	rs per	lane.					

#### 10 Davis Drive Belmont, Callfornia

#### Level Of Service Computation Report 2000 HCM Operations (Future Volume Alternative) Project PM



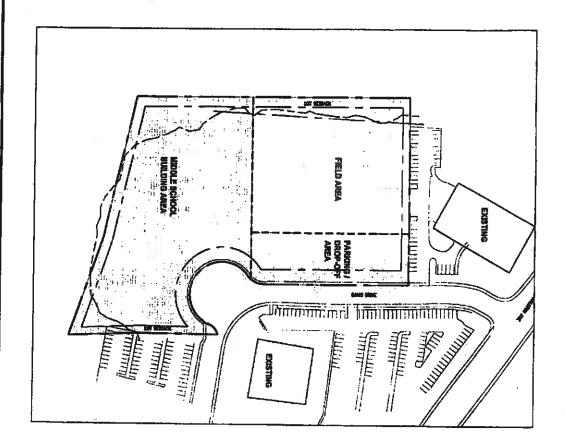
Approach: Movement:		rth Bo	und		uth Bo - T			ast Bo		W.	est Bo	
Min. Green:	10		10		0	o '	0		-	7		0
Y+R:	4.0		4.0	4.0		4.0	4.0			4.0		_
	<del>-</del>											
Volume Module	e: >>	Count	Date:	7 Sei	p 2010	<b>&lt;&lt;</b> '			'	•		'
Base Vol:	43	0	38	o o	0	0	0	951	23	36	884	0
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	43	0	38	0	0	0	0	951	23	36	884	0
Added Vol:	21	0	25	0	0	0	0	0	18	21	0	0
PasserByVol:	0	0	0	0	0	0	0	0	0	0	0	0
Initial Fut:	64	0	63	0	0	0	0	951	41	57	884	0
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	64	0	63	0	0	0	0	951	41	57	884	0
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	64	0	63	0	0	0	0	951	41	57	884	0
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:		0	63	0	0	0	0	951	41	57	884	0
					<b>-</b> -					1		
Saturation Fl	Low Mo	odule:										•
Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.95	1.00	0.85	1.00	1.00	1.00	1.00	0.94	0.94	0.95	0.95	1.00
Lanes:	1.00	0.00	1.00	0.00	0.00	0.00	0.00	1.92	0.08	1.00	2.00	0.00
Final Sat.:	1805	0	1615	0	0	0	0	3440	148	1805	3610	0
<b></b>												
Capacity Anal	Lysis	Module	ə:									
Vol/Sat:	0.04	0.00	0.04	0.00	0.00	0.00	0.00	0.28	0.28	0.03	0.24	0.00
Crit Moves:	****							****		****		
Green/Cycle:	0.17	0.00	0.28	0.00	0.00	0.00	0.00	0.57	0.57	0.12	0.68	0.00
Volume/Cap:	0.21	0.00	0.14	0.00	0.00	0.00	0.00	0.49	0.49	0.27	0.36	0.00
4 '	22.0	0.0	16.2	0.0	0.0	0.0	0.0	8.0	8.0	24.9	4.1	0.0
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	22.0	0.0	16.2	0.0	0.0	0.0	0.0	8.0	8.0	24.9	4.1	0.0
	С	A	В	A	A	Α	A	A	Α	С	A	A
	1	0	1	0	0	0	0	6	6	1	4	0
Note: Queue r	eport	ed is	the nu	ımber	of car	s per	lane.					

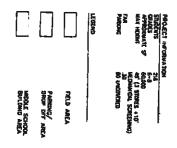
# **Attachment C**

**Conceptual Plans** 

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